

DEPARTMENT HEADS AND DIVISION CHIEFS--PLEASE POST ON YOUR BULLETIN BOARDS
PROMOTIONAL/EMPLOYMENT OPPORTUNITY

Vacancy No. 180-4

Title of Position: Director of Planning

Salary Range: \$87,270 - \$106,000 per year

Date Posted: June 29, 2021

Deadline for Applying: July 13, 2021

Remarks: This is an Unclassified/Exempt Position in the City of Warwick.

JOB SUMMARY

Plans, organizes, directs, administers and coordinates reviews of all projects designed to enhance the quality of community life and improve City services. Provides strategic leadership, technical information and advice to the Mayor, City Council and various City's departments and staff.

PRIMARY DUTIES AND RESPONSIBILITIES

- Plans, assigns, directs and reviews the work of staff in the Planning Department and Division of Community Development.
- Leads and/or directs research on emerging trends in municipal governance and development trends and makes recommendations to guide City leaders engaged in short and long term strategic planning.
- Convenes meetings with internal and external stakeholders to gather information, encourage dialogue and provide insight on the City's strategic objectives.
- Meets and confers with representatives of State and federal agencies to coordinate activities, develop revenue streams and create synergistic agreements to improve the well-being of the City with the least amount of resource allocation.
- Consults with and makes written recommendations to the Planning Board relating to the preparation, updates, and additions to the comprehensive plan for the improvement and physical development of the City.
- Consults with and makes written recommendations to the Planning Board relative to the approval or disapproval of sub-division and land development projects within the City.
- Consults with and makes recommendations to the Mayor relative to a capital improvements program.
- Reviews and prepares amendments to the City's Zoning Ordinance, the Code of Ordinances and Subdivision Regulations.
- Performs related duties as assigned.

Education & Experience: Master's Degree in Urban Planning, Public Administration, or a closely related field of study; and a minimum of ten years of experience engaged in professional planning to include at least five years of planning on a municipal level and no less than three years of *bona-fide* supervisory experience; or any combination of education and experience that is substantially equivalent.

SPECIAL NOTE: American Institute of Certified Planners (ACIP) certification required. Applicants will be subject to a background criminal check prior to employment.

The City of Warwick offers a robust menu of employer provided benefits to include individual and family health and dental insurance; paid time off to include holidays, vacation, personal time and sick leave; pension, life insurance, and optional, supplemental retirement plans.

The City of Warwick is an Equal Opportunity Employer

<https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume>